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ABSTRACT

The Master Locator Booklet (MLB) is intended to aid in selecting suitable texts, readers, and supplementary materials for classroom work or individual study in EFL/ESL. Although the wide range of works on the market does not permit a consistent classification, the entries in the MLB are subclassified to a great extent to facilitate access to materials according to the various skills and needs. This makes it possible to locate individual works, to isolate a range of books available for specific teaching situations, or to identify all volumes of an integrated collection, without losing sight of the range of similar materials also competing for attention. (Author)

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MASTER LOCATOR BOOKLET

FOR CLASSROOM MATERIALS IN TESOL

Adolf E. Hieke, editor

(third edition)

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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INTRODUCTION

The Master Locator Booklet (MLB) is intended to aid in selecting suitable texts, readers, and supplementary materials for classroom work or individual study in EFL/ESL. Although the wide range of works on the market does not permit a consistent classification, the entries in the MLB are subclassified to a great extent to facilitate access to materials according to the various skills and needs. This makes it possible to locate individual works, to isolate a range of books available for specific teaching situations, or to identify all volumes of an integrated collection, without losing sight of the range of similar materials also competing for attention.

INSTRUCTIONS FOR USING THIS BOOKLET

The MLB contains two major sections: texts and readers. All textbooks appear under 1.1. Areas. They are divided as much as possible according to which skills are stressed: 1.1.1. General; 1.1.2. Pronunciation, Conversation, Dialogues; 1.1.3. Grammar and Usage; 1.1.4. Vocabulary, Idioms; 1.1.5. Composition; 1.1.6. Handwriting, Spelling; 1.1.7. Specialized Fields, such as Technical English, Business English, Engineering English, Medical English.

Many of the individual volumes listed under 1.1. Areas form cohesive, mult-volume sets suitable for intensive programs or are intended for use in series over several years. Under 1.2. Programs, such collections are listed as such in abbreviated form (referring back to the main entry under 1.1. Areas), so that Intensive Programs, 1.2.1., and Series, 1.2.2. can be identified.

Section 1.3. Grade Levels offers an additional kind of subclassification of the materials first listed under 1.1. Areas. Works intended particularly for one age group are listed here under 1.3.1. Elementary; 1.3.2. Secondary; 1.3.3. Adult.

For example, if one is interested in selecting materials for a class of adult students in a two-year program which stresses aural-oral skills, the search for suitable books can be simplified by first looking at 1.3.3. Adult Grade Level materials and selecting those which are also listed under 1.2.2. Series and under 1.1.2. Pronunciation, Conversation, Dialogues. The last set of entries (1.1) gives a full bibliography, including the publisher and the year of publication, to make book ordering easy.

For another example, if one is interested in texts for a comprehensive, one-semester EFL class for college-age students, one can select from 1.1.1. General texts but should exclude those which are specifically directed toward either elementary, secondary, or adult classes (1.3.1. through 1.3.3.). Since most books are written for college-age students, they are not listed separately under 1.3. Grade Levels.

In addition to the skills-centered textbooks, many classes also make use of readers. Under 2. Readers, the various combinations of materials are subdivided according to content: 2.1. Fiction only, 2.2. Non-fiction only, or combinations of these, 2.3. Fiction and Non-fiction. There are also two further sections, 2.4. Miscellaneous Collections, and 2.5. Drama, Poetry.

An increasing number of books and even some readers are accompanied by various supplementary aids, usually tapes or records, but often charts, filmstrips, and the like, which make the materials more vivid and provide for out-of-class activities as well. Supplementary materials are particularly important in intensive programs and for the elementary level. The supply and the prices for such supplemantary aids and devices change rapidly, but in selecting basic materials under 1.1. etc. the availability of additional aids can be checked readily, and can be particularly helpful in programs where the contact hours are limited and where facilities to utilize these additional publishers' offerings already exist. Supplementary Classroom Aids and Devices, 3. are divided into four sections for convenience: 3.1. Audio, namely Tapes and Discs; 3.2. Visual, Filmstrips, Motion Pictures, Pictures, Charts, Flannelboards, Card Sets and Language Laboratory Machines.

MASTER LOCATOR BOOKLET
FOR CLASSROOM MATERIALS IN TESOL

Adolf E. Hieke, editor

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Advanced Projection Technique (Overhead Projection). Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Cassettes, $6.00; complete set, $14.00.

Alexander, L. G. *Look, Listen, and Learn*. London: Longmans.

Audio-Visual Equipment Operation Series. Super 8mm. film loops. New York: McGraw-Hill. 27 films, $490.00; individual films, $20.00.

Audio-Visual Equipment Operation "B" Series. Super 8mm. film loops. New York: McGraw-Hill. 8 films, $160.00; individual films, $20.00.

Audio-Visual Materials in Teaching. 16 mm. film. Chicago: Coronet Films. (May be rented from Indiana University Audio-Visual Center.)

Audio-Visual Production Technique Series. Super 8mm. film loops. New York: McGraw-Hill. 30 films, $450.00; individual fims, color: $20.00; black and white: $14.00.

Basic Classroom Graphics. Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Record, $5.00; Instruction Handbook, $3.00; complete set, $14.00.

Center for Curriculum Development. *American English by the Audio-Visual Method*. New York: Chilton.

Conversation Pictures. Transparencies. Allentown, Pa.: Wible Language Institute. Set of 50, $89.50.

Creating Instructional Materials. 16mm. film. Centron. (May be purchesed from McGraw-Hill, or rented from Indiana University Audio-Visual Center.)

Drymounting. Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Record, $5.00; Student Manual, $2.00; complete set, $14.11.

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English as a Second Language. Buffalo: Kenworthy Educational Service. $48.00. 4 books, 4 color filmstrips, 3 12-inch records. (Distributed by Millward Teaching Aids Co.)

Feltboard in Teaching. 16mm. film. Detroit: Wayne State University. Black and white: $45.00; color, $90.00. (May also be rented from Indiana University Audio-Visual Center.)

Filmstrip Usage. Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Record, $5.00; Student Manual, $2.00; complete set, $14.00.

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Instructional Use of Graphics. Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Record, $5.00; Student Manual, $2.00; complete set, $14.00.

Laminating. Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. REcord, $5.00; Student Manual, $2.00; complete set, $14.00.

Maris, Maria. *Foreign Language Overhead Transparency Set.* Holyoke, Mass.: Scott Education Division. Two volume Visu-Book set, $75.00; mounted sets, $126.00.

Media Usage. Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Record, $5.00; Instruction Handbook, $3.00; complete set, $14.00.

The New We Learn English Series. Picture Flash Cards.

Olsher, Laura, and Robert D. Wilson. *Beginning Fluency in English as a New Language.* No. Holywood: Bowmar Records, 1967.

Overhead Visuals: (Handwriting). Glenview, Ill.: Scott Foresman. *First Grade (Manuscript)*, $10.80; *Second Grade (Transition to Cursive)*, $10.80; *Third Grade (Cursive)*, $10.80.

Planning the Projectual (Overhead Projection). Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Cassette, $6.00; Student Manual, $2.00; complete set, $14.00.

Project Discovery. 16mm. film. Chicago: Encyclopaedia Britannica Educational Corporation. (May be rented from Indiana University Audio-Visual Center.)

Projecting Ideas on the Overhead Proyector. Revised Version. 16mm. film. Iowa City: University of Iowa. (May be rented from Indiana University Audio-Visual Center.)

Projecto-Trace Classroom Pictures. Chicago: Encyclopaedia Britannica Educational Corporation. $4.00 per filmstrip.

Reading and Writing Series. 16mm. films. New York: McGraw-Hill. $21.50 each; set of 14 films, $280.00.

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Slide and Guide Slidesets. 2" x 2" slides. Chicago: Society for Visual Education. $9.00 per set.

Successful Use of the Language Laboratory. 16mm. films. (May be rented from Indiana University Audio-Visual Center.)

Tape Recording for Instruction. 16mm. film. Bloomington: Indiana University Audio-Visual Center.

Teaching with Visual Materials. Filmstrip. New York: McGraw-Hill. Six filmstrips, $49.00; individual filmstrips, $8.50.

Using the Overhead Projector. Filmstrip. Holyoke, Mass.: Scott Education Division. $8.00. Cassette, $6.00; Student Manual, $2.00; complete set, $14.00.

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Gateway Educational Films. *Time*. London: Gateway Educational Films.

The National Audio-Visual Aids Library. *A Day to Remember*. London: The National Audio-Visual Aids Library.

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3.2.3. Pictures, Charts, Flannelboards, and Card-Sets, etc.

Alphabet Cards. Chicago: Developmental Learning Materials. $5.25.

Alphabet Picture Flash Cards. Springfield, Mass.: Milton Bradley. $2.50. (Distributed by Millward Teaching Aids Co.)

Alphabet Wall Charts. Dansville, N.Y.: Instructor Curriculum Materials. Set One, Manuscript Writing; Set Two, Cursive Writing. $2.75 per set. (Distributed by Millward Teaching Aids Co.)

Alpha-Tracks. Chicago: Developmental Learning Materials. $3.00.

American Book Co. *ABD English Charts for English as a Second Language*. New York: American Book Co.

Antonym Cards. Chicago: Developmental Learning Materials. $1.75.

Antonym Poster Cards. Springfield, Mass.: Milton Bradley. $3.75. (Distributed by Millward Teaching Aids Co.)

Association Picture Cards I, II. Chicago: Developmental Learning Materials. $1.00 per set.

Beginning Consonant Poster Cards. Springfield, Mass.: Milton Bradley. $3.75. (Distributed by Millward Teaching Aids Co.)

Beginning Sounds Flannel Aid. Springfield, Mass.: Milton Bradley, $3.50. (Distributed by Millward Teaching Aids Co.)

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Bumpass, Faye L. *The New We Learn English.* Picture Flash Cards. New York: American Book, 1968.

Category Cards. Chicago: Developmental Learning Materials. $2.00.

Cursive Alphabet Cards. Chicago: Developmental Learning Materials. $4.75.

Display Cards. Glenview, Ill.: Scott, Foresman. $9.00.

Domestic Animals and Pets Flannel Aid. Springfield, Mass.: Milton Bradley. $3.00. (Distributed by Millward Teaching Aids Co.)

Early Concepts Series. Dansville, N.Y.: Instructor Curriculum Materials. 8 sets of pictures, $2.50 per set. (Distributed by Millward Teaching Aids Co.)

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